

SUPERVISION OF SALESMAN



North Carolina Real Estate Commission
P.O. Box 17100, Raleigh, N. C. 27619-7100 • Phone (919) 733-9580

**SUPERVISION OF SALESMAN
NOTIFICATION**

Instructions

1. After carefully reading these instructions, this form must be properly completed and signed by the salesman and the Broker-In-Charge of the office where the salesman will be employed. *(The Broker-In-Charge should retain a copy of this completed form for his/her files.)*
2. **The salesman named in this form may begin working as a real estate salesman under the supervision of the Broker-In-Charge when the Broker-In-Charge has either mailed or delivered this properly completed form to the Real Estate Commission. (No fee is required.)**
3. The Real Estate Commission will send the Broker-In-Charge a written Acknowledgement confirming that this form has been received and accepted. *(The Broker-In-Charge should retain the Acknowledgement for his/her files.)* **If the Broker-In-Charge has not received the Acknowledgement by 30 calendar days after the date entered below on this "Supervision of Salesman" form, the salesman must immediately cease any further activity for which a real estate license is required** until the Acknowledgement has been received. *(Brokers-In-Charge are advised to contact the Records Department at the Commission Office if the Acknowledgement has not been received by 25 days after the date entered on this form.)*
4. **The salesman's real estate license certificate is the property of the salesman.** The license certificate must be prominently displayed in the office of the Broker-In-Charge while the salesman is under the supervision of the Broker-In-Charge, and must be returned to the salesman *(not the Real Estate Commission)* upon the termination of his/her association with the Broker-In-Charge or firm.
5. **Upon termination of the salesman's association with the Broker-In-Charge or firm, the Broker-In-Charge must immediately notify the Real Estate Commission in writing,** giving the salesman's *current residence address and date of termination.* The Commission will furnish the Broker-In-Charge and salesman a written Acknowledgement confirming that the notification has been received and that the Broker-In-Charge has been released from further supervisory responsibility over the salesman's real estate activities. *(The Broker-In-Charge should retain this Acknowledgement for his/her files.)*

TYPE OR PRINT IN INK

TO BE COMPLETED BY SALESMAN:

I hereby advise the North Carolina Real Estate Commission that I am (as of the date shown below) engaged in the business of a real estate salesman under the supervision of the Broker-In-Charge listed below. I further certify to the Real Estate Commission that I shall engage in acts which require a real estate license only while under the active, personal supervision of said Broker-In-Charge.

SIGNATURE OF SALESMAN _____

SALESMAN'S FULL NAME _____ LIC. # _____

RESIDENCE ADDRESS _____

TO BE COMPLETED BY BROKER-IN-CHARGE:

I hereby certify that the above salesman is (as of the date shown below) engaged in the business of a real estate salesman under my active, personal supervision and will remain under my supervision until I otherwise give written notice to the Real Estate Commission. I further certify that thirty (30) calendar days following the date shown below, such salesman shall discontinue any and all licensed activity in the event that I have not received from the Commission written acknowledgement of the receipt and acceptance of this form.

SIGNATURE OF BROKER-IN-CHARGE _____

BROKER-IN-CHARGE'S FULL NAME _____ LIC# _____

BUSINESS NAME _____

BUSINESS STREET ADDRESS _____

BUSINESS MAILING ADDRESS _____

DATE: _____

(Clip out and copy for your future use.)
CHANGE OF BUSINESS NAME/ADDRESS

NORTH CAROLINA REAL ESTATE COMMISSION

P O BOX 17100
RALEIGH, N. C. 27619

CHANGE OF BUSINESS NAME/ADDRESS FORM

INSTRUCTIONS: All licensees shall notify the Commission in writing of each change of business address or trade name within 10 days of said change (Commission Rule A.0103). Each broker designated as Broker-In-Charge of a real estate office shall notify the Commission in writing of any change in his status as Broker-In-Charge within 10 days following the change (Commission Rule A.0110). Please complete and return this **Change of Business Name/Address Form** to our office if your business name and/or address is different than shown on the accompanying envelope or if your business name or address is changed in the future.

PLEASE PRINT

YOUR NAME: _____ LIC# _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____
(must give street address or highway number) (P. O. Box)

(city) (state) (zip)

DESIGNATE WHETHER
BUSINESS IS: ☐ Sole Proprietorship (Individual) ☐ Partnership ☐ Corporation

Will you be the BROKER-IN-CHARGE of the office shown above? _____ ☐ YES ☐ NO

Were you BROKER-IN-CHARGE of an office of the real estate firm with which
you were previously associated? _____ ☐ YES ☐ NO

(your signature)

(date)